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26 JUN 1969

DD / S REGISTRY

FILE

Learning 3

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Support Directorate Seminars (Problem Solving)

REFERENCE : Memo for all DD/S Office Heads fr DD/S, dtd 11 June 69,
same subject

1. In accordance with referent memorandum, the following subjects for Support Directorate Seminars (Problem Solving) are offered for your consideration:

(a) Agency officials have talked for years about the desirability of intra-Directorate rotation; yet very little along this line has, in fact, been accomplished.

PROBLEM: Is it feasible and desirable to increase the opportunity for intra-Directorate, i.e., inter-office reassignments at the GS-12-14 levels in the Support Service? It can be assumed that at these levels managerial skills are required which can be put to equally good use in any of the Support Offices.

(b) Agency attrition figures have for years revealed that, of our general categories of personnel, losses are highest in the clerical ranks.

PROBLEM: What can we in the Support Directorate (and/or the Agency as a whole) do to reduce clerical losses?

(c) For some years now, the Support Directorate has provided its functional offices with young professionals acquired through the Career Training Program. The annual input of such young professionals has been set at a numerical level prior to the actual distribution of Support Career Trainees among the Support Offices.

PROBLEM: What are the long-range requirements of the Support Directorate for input of young professionals with leadership potential?

(d) It is recognized that this Agency has certain very necessary but built-in obstacles in its recruitment and selection processes. The time factor alone involved in the processing of a new applicant often results in the loss of a highly qualified employee before he can be entered on duty.

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PROBLEM: Is it possible to reduce the processing time (Security, Personnel, Medical) for clerical and professional personnel?

(e) Mass media has, in great detail, portrayed the restiveness of the younger generation. To some extent, this restiveness has become manifest among the Agency's younger population, particularly the young professional employees.

PROBLEM: What steps can be taken to ensure open and mutually understanding communication between Agency management at all levels and the newly appointed, young professional?



Acting Director of Personnel

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